



CITY OF HOUSTON

601 S. GRAND AVE.
HOUSTON, MO. 65483

PHONE: 417-967-3348 FAX: 417-967-4252

web site: houstonmo.org

DON TOTTINGHAM, MAYOR
LARRY SUTTON, ADMINISTRATOR
TONYA FOSTER, CITY CLERK

Aldermen:

Don Romines
David Arthur
Joe Honeycutt
Chalky Wells
Sharon Sillyman
Sheila Walker

January 4, 2013

Dear Consultant:

The City of Houston is requesting the services of a consulting engineering firm to perform the described professional services for the project included on the attached list. If your firm would like to be considered for these consulting services, you may express your interest by responding to the appropriate office, which is indicated on the attachments. Limit your letter of interest to no more than five pages. This letter should include any information which might help us in the selection process, such as the persons or team you would assign to each project, the backgrounds of those individuals, and other projects your company has recently completed or are now active.

DBE firms must be listed in the MRCC DBE Directory located on MoDOT's website at www.modot.gov, in order to be counted as participation towards an established DBE Goal. We encourage DBE firms to submit letters of interest as prime consultants for any project they feel can be managed by their firm.

The City of Houston will evaluate firms based on a) experience and competence, b) the capacity of the firm to perform the work in the timeframe needed, c) past performance, and d) proximity to and familiarity with the project area. (23 CFR 172 Administration of Engineering & Design Related Service Contracts and RSMo 8.285 through 8.291)

It is required that your firm's Statement of Qualification (RSMo 8.285 through 8.291) and an Affidavit of Compliance with the federal work authorization program along with a copy of your firm's E-Verify Memorandum of Understanding (15 CSR 60-15.020) be submitted with your firm's Letter of Interest.

We request all letters be received by 4:00 pm, (January 21, 2013) at 601 South Grand Avenue, Houston, Missouri, 65483.

Sincerely,

Larry Sutton
City Administrator

Attachment

<i>City/County: Houston/Texas</i>	
Federal Aid No.:	STP 9900(963)
Location:	Oak Hill Drive, Houston, Missouri
Proposed Improvement:	Concrete sidewalk, 5 feet wide 4" thick on 4" compacted base rock; troweled control joints at 5' center and expansion joints at 200' on center. 300 SY of 6" Concrete Drive Pavement
Length:	+/- 4,900 feet
Approximate Construction Cost:	\$325,000
DBE Goal Determination	0%
Consultant Services Required:	<p>Sidewalks</p> <p>The engineering responsibilities will include but are not limited to: The preparation of Conceptual plans, Preliminary plans, Contract plans, preparing and submitting necessary permits, contract documents, right of way plans, assisting with the bidding process for ADA compliant sidewalks and preparation of PS&E and final documents.</p> <p>Construction Inspection</p> <p>Construction Phase: work with contractor on behalf of the City of Houston, assist with preconstruction conference, perform periodic site inspection, prepare change orders, inspect construction materials, check shop drawings submitted by contractor, conduct construction test and inspection, be present during critical construction operations, work with the city to do full time inspections and reporting and participate in final inspection.</p>
Other Comments:	Additional project information may be requested from Elaine Campbell at Houston City Hall
Contact:	<p><i>Larry Sutton</i> 601 South Grand Avenue Houston, Missouri 65483 417-967-3348 E-mail: lsutton14@yahoo.com</p>
Deadline:	<i>Monday, January 21, 2013, 4:00pm</i>
Submit	<ul style="list-style-type: none"> Letter of interest should not exceed 5 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. Three copies of the letter of interest should be received at the address and by the time specified.

Pursuant to the Brooks Act for Consultant Selection – the following criteria will be the basis for selection. Additional criteria can be added with the approval of Central Office Design

Experience and Technical Competence -

Max Points, 30

Capacity and Capability -

Max Points, 30

Past Record of Performance -

Max Points, 30